Governmental Research Notes

QUARTERLY BULLETIN OF THE

WESTERN GOVERNMENTAL RESEARCH ASSOCIATION

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TENTH ANNUAL CONFERENCE PLANS UNDERWAY

Paul Oppermann, director of planning for the City and County of San Francisco and chairman of the Association's local arrangements conference committee, has announced the dates and site of this year's conference. The dates are Thursday and Friday, September 28 and 29, and the convention city will be San Francisco. The committee, appointed by President O. W. Campbell, has former WGRA president DeWitt Krueger of the Fremont Tax Service, Oakland, and John Selig of the City College of San Francisco as its other members. The hotel headquarters will be determined soon, and detailed information will appear in the July issue of the NOTES.

Ten Meetings Since 1937

These two-day meetings will mark the tenth annual convention which the Association has held since the clearing house for governmental research in the eleven western states and Hawaii was organized in 1937. To commemorate the occasion, an outstanding series of events is being planned.

Your Ideas Are Needed

The program committee will be formally selected by President Campbell within the next few weeks. So that the committee may know your views and preferences regarding program content, you are cordially invited to send your suggestions to Executive Secretary John C. Bollens, 346 Library Annex, University of California, Berkeley 4, prior to May 6. Your participation now and on September 28-29 promises to make the Tenth Annual Conference truly memorable.

RESEARCH REVIEWS CHANGED WITH THIS ISSUE

In view of the need to conserve the time of the voluntary staff which prepares the quarterly issues of the NOTES, the Association's executive committee recommended at its January meeting a major change in the contents of the NOTES. Beginning with this issue, reviews of books and reports appear in the form of paragraph annotations. This supplants the long established Association practice of preparing extended summaries.

The present form may therefore be considered experimental and subject to adjustment depending upon the needs of most of the membership. Please send your reactions to the editor so that you may be served in the best possible manner.

NEW ASSOCIATION ADDRESS

The Bureau of Public Administration at the University of California, Berkeley, which houses the secretariat of the Association, moved into new quarters in the recently completed Library Annex in late March. Communications and payments of dues should now be addressed to the Western Governmental Research Association, 346 Library Annex, University of California, Berkeley 4. It will be appreciated if you will have our mailing address for copies of research reports changed to the new address.

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TENTH ANNUAL CONFERENCE
SAN FRANCISCO
THURSDAY and FRIDAY, SEPTEMBER 28 and 29

Anderson, William and Edward W. Weidner, American City Government. ed. 2 rev. 625p New York, Henry Holt and Co., 1950

A thorough revision of a well-written original edition of a university text published in 1925. Two new chapters dealing with national-city relations and urban chief executives have been added, and new or rewritten sections pertain to the strong-mayor or council-manager plan, metropolitan government, political party organization, finance, and public employee unions. It is concerned primarily with comprehensive questions of urban politics and government. Specific student work projects supplement most chapters.

Berkeley. Police Department, A Program for the Control and Operation of Bicycles. 19p Berkeley, California, September 1949

A consideration of the history of the Berkeley bicycle program, legal aspects of bicycle control, organization and function of the bicycle program and bicycle court, and the enforcement of bicycle laws.

Bromage, Arthur W., Introduction to Municipal Government and Administration. 693p New York, Appleton-Century-Crofts, 1950

Designed to be used as the basis for a one-semester or one-quarter course, it covers the principles and practices of municipal management under mayor-council, commission, and council-manager forms. The opening chapters emphasize the growth, functions, and economic and social characteristics of cities. Attention is then shifted to inter-local, state-city, and federal-city relations. Urban political and electoral processes and forms of city government are described. Treatments of major line departments in municipal administration round out the work.

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The clearing house for persons and agencies engaged in governmental research, to provide a means of exchanging ideas, information, and experience, and developing professional standards of governmental research.

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California. Department of Employment, Proceedings of the Governor's Conference on Employment. 346p Sacramento, California, 1950

Contains the section reports of the conference held in Sacramento on December 5 and 6, 1949. The discussions consisted of four general types: (1) special problem groups in the labor market, (2) the contribution of labor and management to the creation and maintenance of jobs, (3) community action on local and state levels, and (4) the role of government in the creation of new jobs.

California. Department of Natural Resources, Where Rivers are Born, The Story of California's Watersheds; by Charles E. Fox. 64p Sacramento, California, August 1949

A study of the effect of the treatment of watersheds on the state's water supply. Attention is paid to the use of water for recreation, hydroelectric power and irrigation, storing of water and saving soil on watersheds, means by which forests help prevent floods and water shortages, and the management of watersheds. There is a list of government agencies dealing with water resources.

California. Department of Veterans Affairs. Division of Service and Coordination, A Handbook of California Benefits for Veterans. ed. 3 Edited by Lester S. Koritz. 62p Sacramento, California, November 1949

A compilation of California laws relating to veterans' affairs arranged under educational and vocational rehabilitation, hospitalization, employment and business opportunities, unemployment compensation, tax benefits, civil relief, burial benefits, welfare, and veterans' organizations.

California. Recreation Commission, Standards for Professional Recreation Personnel. 265p (Publication No. 5) Sacramento, California, January 1950

This analysis contains discussions of recreation and recreation leadership, job analysis, employment practices, commercial, industrial and institutional recreation, and in-service and extension training. Specific recommendations are made regarding classification in tax-supported and voluntary agencies, employment practices, personnel for institutional and hospital recreation, personnel for recreation sponsored by industry and employee association, personnel for commercial recreation enterprises, and in-service and extension training.

California. Senate Interim Committee on Governmental Reorganization, First Report. 47p Sacramento, California, 1950

The initial recommendation of this interim committee is that detailed study be given to such governmental problems as boards and commissions, informational services, property management and water resources. Particular attention is given to reorganization programs in other states. Organizational charts of nine state departments of finance are included.

California. Special Crime Study Commission on Organized Crime, Third Progress Report. 77p Sacramento, California, January 1950

Concentrates on gang violence and killings, gang leaders, the Guarantee Finance Company as a mask for bookmaking, enforcement of the sabotage law, abuses of the writ of habeas corpus, and the efficiency of law enforcement.

California. University at Los Angeles. Bureau of Governmental Research, Administration of Municipal Sales Taxes in California; by James D. Kitchen. 50p Los Angeles, December 1949. 50 cents

Reviews the development of state and local sales taxes with brief summaries of state and municipal experiences in California, the legal aspects of such taxes, rates, exemptions and permits, organization and procedure, administrative costs, and the revenues and their disposition.

The California Lobby. 98p Premier Publications Ltd., 700 Ninth Street. Sacramento, California, December 1949

A reproduction of portions of the California Senate Journal of April 4, 1939, where official observation was directed to the "Legislative Investigative Report" submitted by Edwin N. Atherton & Associates through H. N. Philbrick. The report is made available to facilitate public consideration of lobbying practices in California.

Chamber of Commerce of the United States. Construction and Civic Development Department, Zoning and Civic Development. 43p Washington, January 1950. 30 cents

Prepared by a special committee appointed by the president of the American Institute of Planners at the request of the Chamber of Commerce of the United States, this publication presents, in layman's language, some major aspects of modern zoning practice. Deserving a wide circulation, the booklet clearly explains how a complex tool like zoning can be used to promote sound urban growth and development.

Colorado Public Expenditure Council, State Personnel Administration in Colorado. 24p Denver, December 1949

Analyzes existing organization for personnel administration in Colorado with particular attention to the personnel functions of the Governor and the Colorado Civil Service Commission. The Commission's powers and duties, appropriations, administration, and the retirement system are discussed.

Fresno County. Planning Commission, Factors for Consideration in the Location of Drive-In Theaters; by Robert F. Hintz. 7p Fresno, California, 1949

In testing the suitability of proposed sites for drive-in theaters, this investigation concludes that (1) sites on high-speed highways are undesirable, (2) the site should be served by two high-volume, restricted speed roads, (3) the use should be consonant with surrounding uses, and (4) functional traffic designs should be utilized in entrances and exits.

Gardiner, Robert Ashton (ed.), California Corporations Code. 216p Premier Publications Ltd., 700 Ninth Street. Sacramento, California, 1949

A privately published and completely revised edition of the Corporations Code.

Gardiner, Robert Ashton (ed.), California Insurance Code. 463p Premier Publications Ltd., 700 Ninth Street. Sacramento, California, 1949

A privately published and completely revised edition of the Insurance Code.

Graves, W. Brooke, Public Administration in a Democratic Society. 759p Boston, D. C. Heath and Co., 1950

Recognizes the basic concept of administration as concerned with the transaction of all public business, whether legislative, executive, or judicial or whether national, state, or local. Considerable emphasis is given to the coordination of organization, personnel, and fiscal operations in the actual processes of management. The text, which strives for a clear differentiation between the problems of internal management and the problems of sanctions and external relations, is extensively footnoted.

Hahn, Campbell and Associates, Master Plan of Public Buildings, Court House Unit, Siskiyou County, California. 13p Burlingame, California, August 1949

A plan for a new court house at Yreka City, California. Siskiyou County is discussed in the light of its topography, climate, industry, recreation, and population. The court house plan itself deals with the proposed structure's location, construction, and office moving schedules, floor space, and parking estimates.

John Randolph Haynes and Dora Haynes Foundation, Haynes Foundation Budget for Moderate Income Families; by Gloria S. Goldberg. 39p Los Angeles, California, 1950

Designed to show how much an average family of four, in modest circumstances, must pay for the things it requires. Comparison with last year's budget permits an evaluation of the effect of price changes over the year on the position of this family. Combining budget data with employment and income studies provides a reasonable appraisal of the changing economic position of a large part of the population of the Los Angeles area.

Irion, Frederick C., Public Opinion and Propaganda. 782p New York, Thomas Y. Crowell Co., 1950

In striving to present an objective description and analysis of the forces that operate with respect to public opinion and propaganda, the author treats the various aspects of the subject as interrelated parts of the American cultural pattern. The fifth part--influence of public opinion--contains much original analysis of data, and the conclusions depart somewhat from certain theories concerning the operation of public opinion.

Johnson, Claudius O., State and Local Government. 289p New York, Thomas Y. Crowell Co., 1950. $2.50

Composed largely of relevant material taken from the same author's more extensive text, Government in the United States. The major addition found in this new book is the material on county administration. As explained in a special student preface, "The 'we' and 'our' which so frequently appear on its pages were used designedly, to 'personalize' the subject, to bring it home to us, to make us feel that we have a stake in our government, to convey the idea that each of us is a unit, however small, in the process of government."

Louis J. Kroeger and Associates, Administrative Survey, City of Long Beach, California. 42p (Eighth Special Progress Report) San Francisco, December 1949

Makes specific recommendations for the organization of the police department as to its personnel, facilities, operations, records and procedures. Suggestions for the organization, staffing, facilities, fire prevention, and fire fighting and procedures of the fire department are also included.

Los Angeles City. Bureau of Budget and Efficiency, Organization, Administration and Management of the Los Angeles Public Library: Central Library. 108p Los Angeles, January 1950

This portion of the Los Angeles library study is devoted to the administration of the central library, its organization, special services, telephone and photostat service and administrative costs. Personnel and operation and cost of the central library service units are also analyzed. There are recommendations pertaining to personnel, reference service, staff schedules, library use, missing books, and book handling.

Macdonald, Austin F., American State Government and Administration. ed. 4 rev. 722p New York, Thomas Y. Crowell Co., 1950 $4

This is a revision of the third edition which appeared in 1945. Recent changes in state government, such as veterans' welfare, relationships of labor, industry, and government, rapidly rising taxes, organizational improvement, and the development of intergovernmental cooperation, are discussed. A chapter on "War and Its Aftermath" has been added, and proposals for judicial reform have been collected in a single chapter. There are new sections on the reform of the legislature, the right to strike in the public service, and soil conservation, and substantial modifications have been made in many other sections.

Mason, Alpheus T., Free Government in the Making. 846p New York, Oxford University Press, 1949

The volume is a well chosen series of readings in American political thought. As pointed out in the foreword, the materials contained in the book transcend the narrow bounds of American politics and institutions and "raise issues of timeless concern: What are the foundations of political right and authority? Force? Natural law? Social compact? Civil constitution? Does government exist to protect property, to promote human happiness, or to secure society against internal rapacity and violence? What is history's verdict on prejudice, bigotry, and obtuseness, allied against forces of change in the struggle to resolve public questions? Must holding fast to basic values and principles preclude tolerance of antagonistic views, or willingness to compromise? If so, within what limits?"

Metropolitan San Diego Census Tract Committee, Metropolitan San Diego Census Tract Street Index. np San Diego, California, 1949. $1

A street index compiled alphabetically and by tracts for the cities of Chula Vista, El Cajon, National City, Coronado, La Mesa, and San Diego, and for the tracted areas in unincorporated portions of the County of San Diego, California.

Ogg, Frederic A. and Harold Zink, Modern Foreign Governments. ed. 4 rev. 1004p New York, Macmillan Co., 1949. $6

This revised text appeared in earlier editions under the title of European Governments and Politics. Emphasis is placed upon current governmental structures, functions and problems, but some attention is given to historical development. The authors have striven to provide a book which is not only descriptive and analytical, but also comparative. To this latter end, many contrasts and comparisons are suggested, particularly with relevant features of the government of the United States. The countries considered are England, France, Germany, Scandinavia, Soviet Union, Argentina, and Japan.

Research Associates, Survey of Personnel Practices, City and County of Honolulu, Hawaii. 64p 301-302 Merchandise Mart Bldg., Honolulu, November 1949

Examines various phases of personnel administration in Honolulu, including personnel management, civil service organizations, recruitment, examinations, classification and compensation, in-service transactions and intergovernmental relations. Extensive appendices are concerned with the proposed organization of the civil service commission, a comparison of classification transactions by department, a history of key positions, an analysis of efficiency rating for selected departments, and a comparison of selected police examinations.

San Francisco Bay Area Council, Guiding Bay Area Growth. 14p 315 Montgomery St., San Francisco, 1950

Examines recent area-wide progress in the San Francisco Bay Area regarding industrial and harbor development, housing, aviation, transportation, research, and recreation.

Utah Foundation, Administration of City and County Roads in Utah. 4p 311 Darling Building, Salt Lake City, 1950

A consideration of the needs of cities and counties in Utah for efficient long-range planning, necessitating good management practices and competent engineering service in order to attain an adequate road system.

Utah Foundation, Taxes Paid by Motor Vehicle Owners in Utah. 4p 311 Darling Building, Salt Lake City, 1950

Statistical data regarding motor fuel taxes, motor vehicle registration, general property tax on motor vehicles, fees for transfer of title and for drivers' permits, and the allocation of these revenues to administration, state highway work, local roads and streets, highway debt service, state highway police and non-highway purposes.

Washington. University. Bureau of Governmental Research and Services in cooperation with the Association of Washington Cities, Design Standards for Major and Secondary Streets. 14p Seattle, January 1950

Composed of design standards adopted by the State Design Standards Committee, instructions for the use of charts to determine practical working capacities of urban streets, and the 1949 state legislation relating to design standards for city streets.

Washington. University. Bureau of Governmental Research and Services in cooperation with the Division of Adult Education and Extension Services, Proceedings of Northwest Conference on Traffic Engineering. 64p (Report No. 106) Seattle, October 1949

The Traffic Engineering Section of the 14th Annual Institute of Government was held in conjunction with the Northwest Conference on Traffic Engineering on the campus of the University of Washington during July 11-15, 1949. Panel discussions on "Can We Solve the Parking Problem?," "Application of Traffic Studies to Practical Problems," and "Practical Traffic Problems of Western States" were features of the conference and are condensed in this report.

Washington. University. Bureau of Governmental Research and Services in cooperation with the Division of Adult Education and Extension Services, Revenue Problems of the State of Washington. 38p (Report No. 108) Seattle, December 1949

The 14th Annual Institute of Government was held on the campus of the University of Washington during the week of July 11-15, 1949. This report includes the address of Arthur B. Langlie, Governor of Washington, entitled "The Growing Responsibilities of the State Government," given at the Institute, and the speeches of panel members on the subjects of "The Tax Future of Washington" and "Possibilities of Improvement in the Existing Tax Structure."

Washington. University. Bureau of Governmental Research and Services, Washington Voters' Handbook; by Ernest H. Campbell and George D. Smith. 71p Seattle, March 1950. 50 cents

Discussion is directed to voting qualifications, registration, voting procedure, citizenship, types of election, methods of nomination, conduct of elections, political parties, election of the President of the United States, constitutional amendment processes, and direct legislation and the recall. Incorporated municipalities congressional and legislative districts are listed, and the State's counties and the county offices are classified in the appendices.

Wilson, Francis Graham, The American Political Mind. 506p New York, McGraw-Hill Book Co., 1949. $5.50

This text has certain major objectives: (1) present an organization of the material that most instructors can accept, at least with limited modifications, (2) survey the material that is generally agreed to be important, (3) include an adequate bibliography to enable both students and instructors to pursue more particular lines of study, and (4) give some suggestions of the diverse interpretations of the significance of the views of writers who are regarded as primary materials of American political theory. A survey of the main ideas, principles, and trends in American political thinking is presented. A detailed treatment of conservative theory is a distinctive feature.

IN THE NEWS

Paul Oppermann, San Francisco city planning director, was elected president of the American Institute of Planners at the recent annual conference held at Niagara Falls, Ontario.

In mid-March, Fred B. Wood, state legislative counsel since 1927, was nominated by Governor Earl Warren to be justice of the First Appellate District Court of Appeals.

Louis J. Kroeger and Associates of San Francisco and Los Angeles have completed an administrative survey of Long Beach and are concluding a report for one California legislative committee on judicial salaries and getting underway on another study for a second legislative committee on the problems of overlapping laws and regulations governing building construction. Elwood Ennis has rejoined the staff after a period of service as personnel director of the Los Angeles Area Welfare Federation. He replaced H. K. Hunter, who has been appointed the first city manager of Sunnyvale, California, in January.

The new city manager of Salinas, California, is Ted Adsit, who served in a similar capacity for two years in Mill Valley.

Twin Falls, the first city in Idaho to adopt the council-manager form, has chosen William R. Smith, formerly senior administrative analyst in the office of the Los Angeles County chief administrative officer, as its first city manager. Bill began his city manager work on March 1.

Robert T. Anderson, a certified public accountant in Los Angeles, finished his M.A. degree at the University of Southern California in 1949. His subject was "Financial Organization of the City of Los Angeles."

The director of the Taxpayers' Association of New Mexico, Rupert F. Asplund, reports that practically all of the current staff time is devoted to promoting interest in the recommendations of the Hoover Commission.

Now serving as lecturer in the Department of Political Science at the University of California and offering a course in municipal administration is Richard Graves, executive director of the League of California Cities. The League completed a uniform traffic ordinance, a suggested personnel system, and a 1950 salary survey supplement during the first four months of 1950.

"Fringe Area Conditions and Relations" and "City Annexation Policies and Programs," appearing in the March and April issues of Public Management, were written by John C. Bollens, the Association's executive secretary.

Formerly of the planning program staff of the University of Chicago and the Urban Redevelopment Study at 1313 East 60th Street in Chicago, William H. Ludlow is now principal redevelopment planner of the San Francisco Redevelopment Agency.

Bernard Jacobson, parole officer with the California State Bureau of Paroles, became assistant research technician with the California State Department of Corrections in February.

The new assistant secretary of the United States Department of the Interior is Dale Doty, intern with the Los Angeles County Division of Administrative Research in 1938.

Earl R. Strathman, who has been senior administrative analyst with the Los Angeles County Division of Administrative Research, has accepted a similar position with the personnel section of the Office of the Los Angeles County Chief Administrative Officer.

The first director of the Michigan State College Bureau of Public Administration will be Edward W. Weidner, who has also been appointed associate professor of political science. He is presently a member of the political science faculty at UCLA.

Ellida Furmar, job analyst with the salary standards section of the Los Angeles City Department of Water and Power, reports that her agency is concluding the first annual audit of the positions and salaries of departmental employees.

Continuation of the present commission management of Seattle's city-owned transit system was assured by a charter amendment approved at the March 14 city election. A charter amendment continuing this commission management was placed on the ballot by petitions containing over 44,000 names partially through the efforts of the Municipal League of Seattle, C. A. Crosser, executive secretary. Another charter amendment giving the mayor authority to appoint an administrative assistant outside of civil service was also supported by the League and was passed at the same election.

The meetings of the American Society for Public Administration in Washington, the Northwest Pacific Political Science Association in Seattle, and the University of Idaho Conference in Moscow have been recent parts of the busy itinerary of G. Homer Durham, professor of political science and director of the Institute of Government at the University of Utah.

Rene N. Ballard, research assistant of the University of Utah Institute of Government, will join the Department of Political Science at Knox College, Galesburg, Illinois in the fall.

The field representative for the University of Utah Institute of Government, Professor Ellsworth E. Weaver, has just completed conducting fourteen regional schools for Utah city officials held in cooperation with the Utah Municipal League, Tom McCoy, executive director.

The City of Hayward, California, Lohn R. Ficklin, city manager, has established departments of finance and public works, central personnel records, position control and modern timeroll methods, and completely overhauled the city's insurance program.

The secretary of the Governmental Round Table, Loran C. Vanderlip of the California State Chamber of Commerce, extends a cordial invitation for any WGRA members in the San Francisco Bay area to attend the luncheon meetings of the group which are held on the last Monday of each month (unless affected by a holiday) at noon in the Downtown Restaurant, 78 Ellis, San Francisco. The March 27 meeting featured H. K. Hunter, city manager of Sunnyvale, whose topic pertained to unification of fire and police services.

Serving as executive secretary to a legislative interim committee on state governmental administration is Robert Johnson, director of the Oregon State Civil Service Commission. James M. Clinton is the Commission's acting director during Mr. Johnson's absence. Since September, Gilbert G. Lentz has been a senior administrative analyst on the staff of the California Legislative Budget Committee of which A. Alan Post is now legislative auditor. Mr. Lentz came to his new post from Honolulu, where he had been director of the Legislative Reference Bureau and professor of public administration at the University of Hawaii.

According to Chester A. Biesen, executive secretary of the Association of Washington Cities, his organization will shortly issue two bulletins, one concerned with cities and earthquake problems and the other giving procedures under the 1949 sidewalk law.

Alfred F. Smith and the San Francisco Bureau of Governmental Research have been busy with a study of school building costs of the current $50,000,000 program, analyses of salary standardization schedules recommended by the Civil Service Commission, continued service in an advisory and staff capacity to the San Francisco Municipal Conference, compilation and analysis of statistical material in connection with the installation of the forty hour work week for the Police Department, and analysis of 1950-51 departmental budget requests. In connection with this last activity, Mr. Smith was appointed to the Mayor's Technical Committee to examine the Health Department's budget requests.

Thomas S. Dabagh, WGRA executive committee member and director of the UCLA Law Library, reports that the UCLA Law School is now in its eighth month of teaching with a faculty of six and an enrollment of 49. Its Law Library, after a period of very rapid development to over 21,000 volumes as of July 1, 1949, is now being gradually expanded to include the less readily available standard materials needed for teaching and research.

Vincent T. Cooper, research director for the County Supervisors' Association of California, reports that the organization's recently completed highway study is a major research accomplishment since it involved gathering primary data from each of the 58 road commissioners throughout California. As stressed in the Association's News Letter of March 10, 1950, "This study is a milestone in planning the development of the county road program in California, as it shows in advance the future needs on our county highways and bridges."

Last year's WGRA president, Gordon M. Bain of the Civil Aeronautics Administration, Department of Commerce, Los Angeles, recently participated on the teams of key officials sent by the CAA administrator to all nine CAA regions in order to discuss the approach that each region is using toward developing effective programming and effective budget compilation and execution.

THE JOB FINDER

John J. Hebal, research assistant, Bureau of Public Administration, University of Alabama. M.A. University of Alabama, 1948, also teaching assistant; graduate student and teaching assistant, UCLA, 1948-49. Working on several state and local government studies. Desires research position, preferably in the West, after September 1, 1950. Address: Bureau of Public Administration, University of Alabama, University, Alabama.

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PLEASE WRITE DIRECTLY TO THE ISSUING AGENCY FOR COPIES OF PUBLICATIONS REVIEWED IN THE NOTES.